

PUBLIC SAFETY COMMITTEE

February 27, 2012

5:30 p.m.

Courthouse

MINUTES:

MEMBERS PRESENT:

Commissioner Trey Gooch
Commissioner Robert Peay
Commissioner Jeff Phillips
Commissioner Tiffany Phillips
Commissioner Doug Shafer
Commissioner Matt Young
Commissioner Gary Farley, C

OTHERS PRESENT:

Ernest Burgess Robert Arnold
Dan Goode Mike Nunley
Larry Farley Brian Toll
Bernard Salandy Michael Gregory
Randy Garrett Lynn Duke
Randy White Tim Hooker
Becky Shelton

Chairman Farley presided and called the meeting to order at 5:30 p.m. with all members being present at that time.

MINUTES:

"Commissioner T. Phillips moved, seconded by Commissioner J. Phillips, to approve the minutes of the last meeting as mailed. This motion passed unanimously by acclamation."

MEMORANDUM OF UNDERSTANDING REGARDING RED CROSS VOLUNTEERS:

Mayor Burgess advised the Red Cross was asking County administrative staff to volunteer to help in case of emergency in Rutherford County. Brian Toll with the Red Cross advised for the County to be in a position to volunteer the staff should be trained in advance and on call in case of catastrophic disasters in Rutherford County such as a tornado. This would be on a voluntary basis and the employees would not be charged for leave. This would cover five employees up to five days for non-emergency personnel to help with issues such as feeding, sheltering or interviewing. This is a completely voluntary program and the department head must agree that the employee can be gone. The Committee was advised the training would be on the employee's time and usually takes only a few hours. Additionally, if the employee is injured while serving the County would not be liable for those actions and the employee would be covered by insurance of the Red Cross. Mr. Toll was asked to look into long term disability insurance for the employee.

Mr. Toll advised the Rutherford County chapter has not done this before but the Metro Nashville chapter has. Rutherford County is the second chapter in Tennessee and perhaps in the country to pursue this type of arrangement. Following discussion,

"Commissioner Peay moved, seconded by Commissioner Shafer, to approve the matter and forward to the Budget Committee subject to County Attorney review of the Memorandum of Understanding Agreement. This motion passed unanimously by acclamation."

OSHA REPORT:

Dan Goode presented the OSHA report for the use and information of the Committee. Following discussion,

"Commissioner Young moved, seconded by Commissioner T. Phillips, to approve the OSHA report as presented. This motion passed unanimously by acclamation."

AMBULANCE SERVICE REPORT:

Mike Nunley presented the Ambulance Service report for the use and information of the Committee. Following discussion,

"Commissioner J. Phillips moved, seconded by Commissioner

Shafer, to approve the Ambulance Service report as presented. This motion passed unanimously by acclamation."

Mr. Nunley next presented a proposed budget amendment of \$100,000 from Account #118-34730 (Assigned for Public Health) to Account #118-99100-590 (Operating Transfers) to provide the match for a \$400,000 grant approved from the Assistance to FireFighter's Grant issued through Homeland Security February 12, 2011. Following discussion,

"Commissioner Peay moved, seconded by Commissioner J. Phillips, to approve the budget amendment of \$100,000 from Account #118-34730 (Assigned for Public Health) to Account #118-99100-590 (Operating Transfers). This motion passed unanimously by roll call vote."

DRUG COURT REPORT:

No report was presented at this time.

JUVENILE DETENTION REPORT:

Lynn Duke presented the Juvenile Detention report for the use and information of the Committee. Following review,

"Commissioner J. Phillips moved, seconded by Commissioner Young, to approve the Juvenile Detention report as presented. This motion passed unanimously by acclamation."

SHERIFF'S DEPARTMENT REPORT:

Robert Arnold and Joe Russell next presented proposed budget amendments of \$50,000 from Account #54210-452 (Utilities) to Account #54110-425 (Gasoline); \$11,000 from Account #54210-710 (Food Serv Eqt) to Account #54210-421 (Food Prep Sup); \$12,000 from Account #54210-336 (R/M Eqt) to Account #54210-441 (Prisoner Cloth); \$12,000 from Account #54210-399 (Other Services) to Account #54210-410 (Custodial Sup); \$977 increase to Account #122-44570 (K9 Cont/Donation) and Account #122-54150-401 (Animal Sup) and \$1,000 from Account #121-54110-319 (Conf. Pay) to Account #121-54110-499 (Other Sup). Following discussion,

"Commissioner Peay moved, seconded by Commissioner Young, to approve the budget amendments of \$50,000 from Account #54210-452 (Utilities) to Account #54110-425 (Gasoline); \$11,000 from Account #54210-710 (Food Serv Eqt) to Account #54210-421 (Food Prep Sup); \$12,000 from Account #54210-336 (R/M Eqt) to Account #54210-441 (Prisoner Cloth); \$12,000 from Account #54210-399 (Other Services) to Account #54210-410 (Custodial Sup); \$977 increase to Account #122-44570 (K9 Cont/Donation) and Account #122-54150-401 (Animal Sup) and \$1,000 from Account #121-54110-319 (Conf. Pay) to Account #121-54110-499 (Other Sup). This motion passed unanimously by roll call vote."

The next issue presented was to increase employee Jamie Morten, Position #1445 TAC Communications Officer from Pay Grade 4 @ \$30,960 to Pay Grade 7 @ \$39,060, increase employee Isis McCullough, Position #2000 Inventory & Warehouse Control from Corporal Pay Grade 6 @ \$29,850 to Sergeant Pay Grade 7 @ \$39,060 and increase employee Whit Davis, Position #1427C Civil Warrants Officer from Corporal Pay Grade 6 @ \$47,760 to Sergeant Pay Grade 7 @ \$51,680 all effective in the current budget. The Committee was advised the pay grade changes could be covered in the current budget.

As to employee Jamie Morten, Sheriff Arnold advised she has been offered a job with the TBI and would be hard to replace and she has been doing duties that justify the change in pay grade. Further, Ms. Morten is the only one trained for these duties. The Committee was advised no one in the building including Ms. Morten's supervisor

and the Sheriff are allowed access to information this position posts. Commissioner J. Phillips advised he wanted a job description in place that justified the change in pay grade for this position. The Committee further suggested the Sheriff start cross training this department. Chairman Farley suggested action on this position be postponed one month to provide time to review the job description. Sheriff Arnold advised the Sheriff's Department has its own HR representative but does go to Ms. Stephenson for advice. Following discussion,

"Commissioner Young moved, seconded by Commissioner J. Phillips, to approve the pay grade changes for Positions #2000 and #1427C. This motion was subsequently rescinded."

Commissioner Peay advised he had a problem doing the pay grade changes in the middle of the budget year. Sheriff Arnold advised money was available in the budget. Commissioner Peay advised a budget transfer was just handled because there is not enough money in the account to finish the year for gasoline and promotions needed to be done in the new budget. Mayor Burgess advised money is available because all of the positions have not been filled all year and if do now this will increase the upcoming budget. Chairman Farley advised it was cleaner if done in July.

Commissioner Peay advised he wanted to pursue the pay grade increase for Position #1445 and wanted to see a job description by the next meeting. Additionally, Commissioner J. Phillips requested Sonya Stephenson be at the next meeting as well for in-put. Mayor Burgess advised the Finance Director will be available to explain the positions. Commissioner Shafer advised he also wanted a job description for Position #2000.

The Committee was next provided the line item reports for its use and information. Following discussion,

"Commissioner Peay moved, seconded by Commissioner T. Phillips, to approve the line item reports as presented. This motion passed unanimously by acclamation."

Mayor Burgess next advised there is TVA money available through the State for energy efficient grants up to \$250,000 with a 20% match which he was requesting authority to apply for to install a heat recovery unit at the jail to supply all hot water. Mayor Burgess advised a mechanical engineer will need to be engaged to compute the savings and help prepare the grant which is due March 30. Following discussion,

"Commissioner J. Phillips moved, seconded by Commissioner Young, to approve applying for a TVA grant through the State up to \$250,000 with a 20% match and engaging a mechanical engineer to assist costing up to \$10,000 and forward the same to the Budget Committee. This motion passed unanimously by roll call vote."

Mayor Burgess next advised of the need for additional office space at the Sheriff's Department and the same being discussed at Property Management Committee. Mayor Burgess advised he was requesting consideration of acquisition of space to accommodate some departments such as detectives and patrol and advised he wanted to request authority to enter into serious negotiations for the space and forward the same to the Budget Committee. This acquisition may offset the need for renovations at the jail in the future. Mayor Burgess advised he thought up to \$1,000,000 would be required for the purchase and required renovations. Following discussion,

"Commissioner Shafer moved, seconded by Commissioner Peay, to forward to Budget Committee the idea of a Committee finding space for the Sheriff's Department. This motion passed unanimously by acclamation."

Sheriff Arnold next provided statistics for 2011 for the use and information of the Committee. The Committee was also provided copies of commendations for the month.

The Committee was advised a jail open house will be held March 10 from 2:00 p.m. to 5:00 p.m. Additionally, the grand opening of the Dispatch Center will be February 29 at 3:00 p.m.

PAWS REPORT:

Michael Gregory presented the PAWS report for the use and information of the Committee. Following discussion,

"Commissioner T. Phillips moved, seconded by Commissioner J. Phillips, to approve the PAWS report as presented. This motion passed unanimously by acclamation."

Mr. Gregory next presented proposed budget amendments of \$200 from Account #101-55120-302 (Advertising), \$200 from Account #101-55120-340 (Medical & Dental Services), \$500 from Account #101-55120-451 (Uniforms) and \$1,000 from Account #101-55120-790 (Other Equipment) with \$1,900 to Account #101-55120-334 (Maintenance Agreements) and \$3,000 increase to Account #101-44570 (Contributions & Gifts) and Account #101-55120-357 (Veterinary Services). Following discussion,

"Commissioner Gooch moved, seconded by Commissioner J. Phillips, to approve the budget amendments of \$200 from Account #101-55120-302 (Advertising), \$200 from Account #101-55120-340 (Medical & Dental Services), \$500 from Account #101-55120-451 (Uniforms) and \$1,000 from Account #101-55120-790 (Other Equipment) with \$1,900 to Account #101-55120-334 (Maintenance Agreements) and \$3,000 increase to Account #101-44570 (Contributions & Gifts) and Account #101-55120-357 (Veterinary Services). This motion passed unanimously by roll call vote."

The Committee was next provided the 2012/13 budget as approved by the County Mayor advising the administrative assistant position is being eliminated and the main increase is in employee health insurance and unemployment. The budget is approximately \$30,000 over the prior budget. The budget does include the step increases due to be paid at this time. Following discussion,

"Commissioner J. Phillips moved, seconded by Commissioner T. Phillips, to approve the 2012/13 PAWS budget as presented and forward to the Budget Committee. This motion passed unanimously by acclamation."

CORRECTIONAL WORK CENTER REPORT:

Bernard Salandy presented the Correctional Work Center report for the use and information of the Committee. Following discussion,

"Commissioner Shafer moved, seconded by Commissioner T. Phillips, to approve the Correctional Work Center report as presented. This motion passed unanimously by acclamation."

The Committee was next provided the 2012/13 budget as approved by the County Mayor advising it is approximately \$89,000 over the prior budget which is mostly in employee insurance, maintenance agreements, building and equipment repairs and contracted services for food, medical and laundry. Following discussion,

"Commissioner J. Phillips moved, seconded by Commissioner Peay, to approve the 2012/13 Correctional Work Center budget as presented and forward the same to the Budget Committee. This motion passed unanimously by acclamation."

COUNTY FIRE/RESCUE DEPARTMENT:

Larry Farley presented the County Fire/Rescue Department report for the use and information of the Committee. Following discussion,

"Commissioner J. Phillips moved, seconded by Commissioner T. Phillips, to approve the County Fire/Rescue Department report as presented. This motion passed unanimously by acclamation."

Mr. Farley next presented proposed budget amendments of \$10,400 from Account #101-58900-425 (Gasoline) with \$8,000 to Account #101-54320-412 (Diesel Fuel) and \$2,400 to Account #101-54320-425 (Gasoline); \$6,000 from Account #44530 (Revenue & Appropriation) to Account #54320-499 (Miscellaneous Equipment); \$64,843 increase to Account #101-47990 (Other Direct Federal Revenue), \$29,064 increase to Account #101-54320-790 (Other Equipment), \$12,564 decrease to Account #101-54320-599 (Other Charges), \$294 increase to Account #101-54320-451 (Uniforms) and \$48,049 increase to Account #101-39000 (Unassigned Fund Balance) to recognize revenue and related expenditures for the SAFER Grant 2010/11 and 2011/12 and the Assistance to Firefighters Grant (AFG); and \$127,680 increase to Account #101-47990 (Other Direct Federal Revenue), \$31,920 from Account #101-39000 (Unassigned Fund Balance) and \$159,600 increase to Account #101-54320-790 (Other Equipment) to recognize revenue and related expenditures for the 2011 Assistance to Firefighters Grant to be used to purchase self-contained breathing apparatus and mobile compressors/cascade fill station. Following discussion,

"Commissioner Peay moved, seconded by Commissioner J. Phillips, to approve the budget amendments of \$10,400 from Account #101-58900-425 (Gasoline) with \$8,000 to Account #101-54320-412 (Diesel Fuel) and \$2,400 to Account #101-54320-425 (Gasoline); \$6,000 from Account #44530 (Revenue & Appropriation) to Account #54320-499 (Miscellaneous Equipment); \$64,843 increase to Account #101-47990 (Other Direct Federal Revenue), \$29,064 increase to Account #101-54320-790 (Other Equipment), \$12,564 decrease to Account #101-54320-599 (Other Charges), \$294 increase to Account #101-54320-451 (Uniforms) and \$48,049 increase to Account #101-39000 (Unassigned Fund Balance); and \$127,680 increase to Account #101-47990 (Other Direct Federal Revenue), \$31,920 from Account #101-39000 (Unassigned Fund Balance) and \$159,600 increase to Account #101-54320-790 (Other Equipment). This motion passed unanimously by roll call vote.

The Committee was next provided the 2012/13 Fire/Rescue budget. Commissioner Young advised he would like to see the requests from the individual departments. As to the budgeted amount for fuel, Mayor Burgess advised County General took RFPs and selected a vendor to purchase fuel from so hopefully this cost will be reduced in the upcoming budget. The Sheriff's Department is not a party to this fuel purchase. Additionally, only 87 octane is being purchased. The amount for the SAFER grant uniforms is not known at this time and will have to be supplied at a later date. The Committee was advised Tara Simmons will assist the Fire/Rescue Department in addition to working for Emergency Management Agency. Following discussion,

"Commissioner Peay moved, seconded by Commissioner Shafer, to approve the Fire/Rescue budget as presented with the County Mayor's recommendations and forward the same to the Budget Committee. This motion passed unanimously by acclamation."

EMERGENCY MANAGEMENT AGENCY REPORT:

Tim Hooker presented the Emergency Management Agency report for the use and information of the Committee. Following discussion,

"Commissioner Peay moved, seconded by Commissioner J. Phillips, to approve the Emergency Management Agency report as presented. This motion passed unanimously by acclamation."

Mr. Hooker next presented the proposed 2012/13 budget advising the budget has been reviewed by the County Mayor and the amounts on DHS grants is not available at this time but is expected by June 1. Following discussion,

"Commissioner Peay moved, seconded by Commissioner T. Phillips, to approve the Emergency Management Agency 2012/13 budget as presented with the County Mayor's recommendations and forward the same to the Budget Committee. This motion passed unanimously by acclamation."

Mayor Burgess next advised the Domestic Violence program is under a three year STOP grant and is in the final year. Mayor Burgess advised he was requesting permission to apply for a STOP grant again. Following discussion,

"Commissioner Shafer moved, seconded by Commissioner J. Phillips, to approve application of a STOP grant for the Domestic Violence program and authorize execution if received. This motion passed unanimously by acclamation."

There appearing to be no further business to come before the Committee, Chairman Farley declared the meeting adjourned at 8:00 p.m.

GARY FARLEY, Chairman